FY 02 CALENDAR (OCTOBER 2001 - SEPTEMBER 2002)
CARRIE RICHARDSON, COORDINATOR 757-4123

ADP COMPUTER TRAINING	COST	COURSE DATES AND COURSE CODES										
		OCT 01	NOV 01	DEC 01	JAN 02	FEB 02	MAR 02	APR 02	MAY 02	JUN 02	JUL 02	AUG 02	SEP 02
Access Programmers and Power Users	$595							15-19 497537					23-27 497538
Advanced Microsoft Access 97	$210			17-18 497008						17-18 497009			
Advanced Microsoft Excel 97	$210		13-14 497010					08-09 497011			29-30 497012		
Advanced Powerpoint	$100		13 497013					29 497014					23 497015
Advanced Windows 98	$200			03-04 497016							08-09 497017		
Advanced Web Page Development Using HTML	$210				14-15 497020				13-14 497021		31 Jul-01 Aug 497022		
Advanced Word	$200			17-18 497023				30 Apr-01 May 497024				19-20 497025	
Basics Of Computer Graphics	$400		05-06 497026					22-23 497027					16-17 497028
C++ Programming Level I: Procedural Programming	$1000					11-15 497029							09-13 497030
C++ Programming Level II: Object Oriented Programming	$1000			03-07 497031				29 Apr-03 May 497032					
Effective Internet Searching	$400		07-08 497033					24-25 497034					18-19 497035
Introduction to Microsoft Access 97	$315	22-24 497036						15-17 497037			15-17 497038		16-18 497039
Introduction to Microsoft Excel 97	$315			10-12 497040				29 Apr-01 May 497041				05-07 497042	
Introduction To Microsoft Word	$300	29-31 497043								03-05 497044		26-28 497045	
Introduction To PC's & Windows	$300								13-15 497046				24-26 497047
Introduction to Web Page Development	$210	29-30 497048			22-23 497049			10-11 497050		12-13 497051			23-24 497052
Introduction to Windows 98	$200		05-06 497071					17-18 497072					
Java Programming Level I	$1000	29 Oct-02 Nov 497053					18-22 497054						
Java Programming Level II	$1000				14-18 497055					10-14 497056			
JavaScript Programming	$1000				28 Jan-01 Feb 497057								
Microsoft Powerpoint	$200	09-10 497060								10-11 497061			09-10 497062
PC Setup, Optimization & Repair	$600			17-19 497063		19-21 497064		01-03 497065					03-05 497066

ADP COMPUTER TRAINING	COST	COURSE DATES AND COURSE CODES										
		OCT 01	NOV 01	DEC 01	JAN 02	FEB 02	MAR 02	APR 02	MAY 02	JUN 02	JUL 02	AUG 02	SEP 02
Using Microsoft Project	$370	15-17 497539			14-16 497540				13-15 497541		22-24 497542		09-11 497543
Using Outlook	**$200**		**07-08 499454**		**16-17 499455**			**22-23 499456**			**29-30 499457**		**16-17 499458**
Visual Basic Database Programming	$1000		26-30 497067							17-21 497068			
Visual Basic Programming-Level I	$1000	22-26 497069					11-15 497070						
Visual Basic Programming-Level II	$1000				07-11 497079					03-07 497080			
Windows Program Development (Visual C++) Level I	$1000			10-14 497073				08-12 497074					
Windows Program Development (Visual C++) Level II	$1000					04-08 497077				24-28 497078			

COURSE TITLE:	**ACCESS PROGRAMMERS AND POWER USERS**	
VENDOR:	College of Southern Maryland Center for Corporate Training P.O. Box 910 LaPlata, MD 20646-0910	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497537 497538	DATE: 15-19 April 02 23-27 September 02	NOMINATION DEADLINE: 15 March 02 23 August 02
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course will present an in-depth study of macros. It explains the Access Basic language, including event drive functions and subroutines, loops, arrays, if structures, and programming with data access objects. It also includes special debugging techniques and object-oriented programming.	
OBJECTIVE:	At the completion of the course, students will be able to: ❖ Create complex macros. ❖ Use Access Basic. ❖ Define loops and arrays. ❖ Demonstrate the use of if structures. ❖ Use and test debugging techniques.	
AUDIENCE:	Anyone wishing to create DBMS applications using the Microsoft Access program.	
PREREQUISITE:	Familiarity with at least one computer programming language.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator, (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	5 Days	
COST:	$595	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	**ADVANCED MICROSOFT ACCESS**	
VENDOR:	Computer Technology Service, Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
LOCATION:	Employee Development Center, Building #2189	
TIME:	8:00 a.m. - 3:30 p.m.	
COURSE CODE: 497008 497009	DATE: 17-18 December 01 17-18 June 02	NOMINATION DEADLINE: 16 November 01 17 May 02
DESCRIPTION:	This course assumes familiarity with all the main features of Access. The class will development students' skills in developing their own custom Access applications. Students will examine the process of designing applications and will use advanced controls, dialog boxes, macros, and custom toolbars. Students will also create custom menus, shortcuts, and switchboards, enhance and test their applications, and use basic security features.	
OBJECTIVE:	After taking this course, students will be able to: ❖ Design applications. ❖ Create advanced controls. ❖ Create dialog boxes. ❖ Use macros. ❖ Work with custom toolbars. ❖ Create custom menus and shortcuts. ❖ Create custom switchboards. ❖ Test applications. ❖ Establish basic security.	
AUDIENCE:	Anyone with a need to learn advanced features of Microsoft Access.	
PREREQUISITE:	Introduction to Microsoft Access 97 or equivalent skills and knowledge.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	2 Days	
COST:	$210	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	**ADVANCED MICROSOFT EXCEL 97**	
VENDOR:	Computer Technology Services Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
497010 497011 497012	13-14 November 01 08-09 April 02 29-30 July 02	15 October 01 08 March 02 28 June 02
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to develop advanced skills in using the electronic spreadsheet capabilities of Microsoft Excel. The course presents key concepts and skills needed for full use of Excel 97's sophisticated features.	
OBJECTIVE:	After taking this course, students will be able to: ❖ Work with Excel database features. ❖ Sort Excel databases. ❖ Use Excel database functions and filters. ❖ Use automated features. ❖ Use and modify pivot tables. ❖ Audit worksheets. ❖ Work with scenarios. ❖ Create reports. ❖ Customize the Excel workspace by setting options, customizing toolbars, and customizing startup options. ❖ Create and edit templates. ❖ Use AutoFormats in worksheets. ❖ Create, edit, and run macros. ❖ Create worksheet buttons. ❖ Display dialog boxes and message boxes in macros. ❖ Debug macros using breakpoints, stop statements, and the functions stepping into and stepping over procedures.	
AUDIENCE:	Anyone wishing to improve their skills using the Microsoft Excel program.	
PREREQUISITE:	Introduction to Excel 97 or equivalent skills and knowledge.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	2 Days	
COST:	$210	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	**ADVANCED POWERPOINT**	
VENDOR:	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
497013 497014 497015	13 November 01 29 April 02 23 September 02	12 October 01 29 March 02 23 August 02
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to develop advanced skills in using PowerPoint.	
OBJECTIVE:	The student will learn to enhance a slide show by importing data and charts; acquisition of animation, objects and special effects. Students will learn to incorporate slides from other sources, importing and exporting Word documents and presenting the show to a wider audience.	
AUDIENCE:	Anyone wishing to improve their skills using PowerPoint.	
PREREQUISITE:	A student may gain fundamentals more quickly with a basic working knowledge of PowerPoint.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	1 Day	
COST:	$100	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	**ADVANCED WINDOWS 98**	
VENDOR:	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497016 497017	DATE: 03-04 December 01 08-09 July 02	NOMINATION DEADLINE: 02 November 01 07 July 02
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to develop advanced skills in using Windows 98.	
OBJECTIVE:	The student will be able to administrate and support other Window uses in a computer environment following this training. The types of applications addressed will include system properties, hardware profiles, shared resources, and troubleshooting Windows 98.	
AUDIENCE:	Anyone wishing to improve their skills using Windows 98.	
PREREQUISITE:	A student may gain fundamentals more quickly with a basic working knowledge of computers and basic skills in the Windows environment.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	2 Days	
COST:	$200	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	**ADVANCED WEB PAGE DEVELOPMENT USING HTML**	
VENDOR:	Computer Technology Services, Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497020 497021 497022	DATE: 14-15 January 02 13-14 May 02 31 July-01 August 02	NOMINATION DEADLINE: 14 December 01 12 April 02 28 June 02
TIME:	0800-1530	
DESCRIPTION:	This course is designed to develop advanced skills in the use of Hypertext Markup Language, or HTML, in creating Web pages. The course presents key concepts and skills needed for use of HTML's sophisticated features in developing Web pages and for viewing Web pages using Internet browsers.	
OBJECTIVE:	After taking this course, students will be able to: ❖ Blend text and graphics on the Web page. ❖ Use transparency effects. ❖ Use animation. ❖ Create image maps. ❖ Create basic Web forms to collect user information. ❖ Add advanced elements to Web forms. ❖ Create basic tables. ❖ Use advanced formatting features of tables. ❖ Create basic frames. ❖ Use advanced formatting features of frames.	
AUDIENCE:	Anyone with a need to learn more advanced skills in Web Page Development.	
PREREQUISITE:	Introduction to Web Page Development or equivalent skills and knowledge.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	2 Days	
COST:	$210	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	**ADVANCED WORD**	
VENDOR:	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497023 497024 497025	DATE: 17-18 December 01 30 April-01 May 02 19-20 August 02	NOMINATION DEADLINE: 16 November 01 29 March 02 19 July 02
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides current Microsoft Word users instruction on how to use some of the more powerful features of this program.	
OBJECTIVE:	After completion of this course the student will be able to create custom templates, create time saving forms using tables, form fields and formulas. They will be able to create mail merge documents and data sources, create indexes, cross references, tables of contents, manage data features, use field codes, and create and edit simple macros.	
AUDIENCE:	Anyone wishing to improve their skills using the Microsoft Word program.	
PREREQUISITE:	A student may gain fundamentals more quickly with a working knowledge of Microsoft word.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	2 Days	
COST:	$200	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	**BASICS OF COMPUTER GRAPHICS**	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497026 497027 497028	DATE: 05-06 November 01 22-23 April 02 16-17 September 02	NOMINATION DEADLINE: 05 October 01 22 March 02 16 August 02
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	This course provides an in-depth introduction to computer graphics. The focus will be on capturing and manipulating graphics for use in Microsoft Office documents.	
OBJECTIVE:	At the completion of the course participants should: ❖ Understand the different graphic file formats, the advantages of each, and how to convert from one to another. ❖ Know how to capture digital images using a scanner, digital camera, or from a Photo CD disk. ❖ Know how to create, manipulate, and enhance bitmapped images, and know how to manipulate vector images. ❖ Know how to find and download graphics from the internet.	
AUDIENCE:	Anyone who needs to become familiar with using graphic images and files.	
PREREQUISITE:	Competency using Windows and Microsoft Office.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	2 Days	
COST:	$400	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	**C++ PROGRAMMING LEVEL I - PROCEDURAL PROGRAMMING**	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497029 497030	DATE: 11-15 February 02 09-13 September 02	NOMINATION DEADLINE: 11 January 02 02 August 02
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides instruction on how to write procedural programs using the C++ language. The Microsoft Visual C++ compiler will be used.	
OBJECTIVE:	At the completion of the course participants should be able to: ❖ Design a C++ program using all the procedural C++ programming statements. ❖ Understand and use all the C++ data types, structures, and arrays. ❖ Write and debug basic C++ programs. ❖ Understand and use call-by-name, call-by-value, and call-by-reference parameters in functions. ❖ Understand and use pointer operations.	
AUDIENCE:	Anyone wishing to learn the basics of programming.	
PREREQUISITE:	This course will be taught at a beginning level. The student should have competency in basic math. If you already done some procedural programming but have not been exposed to object-oriented programming, you should take C++ Programming - Level II – Object Oriented Programming, instead of this course.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).**NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	5 Days	
COST:	$1000	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:		
	C++ PROGRAMMING LEVEL II - OBJECT ORIENTED PROGRAMMING	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497031 497032	DATE: 03-07 December 01 29 April-03 May 02	NOMINATION DEADLINE: 02 November 01 29 March 02
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides instruction on how to write object-oriented C++ programs. The Microsoft Visual C++ compiler will be used.	
OBJECTIVE:	At the completion of the course participants should be able to: ❖ Design an object-oriented C++ program. ❖ Understand all the fundamental object-oriented concepts including classes, encapsulation, polymorphism, and inheritance. ❖ Write and debug an object-oriented C++ program. ❖ Understand the role of function overloading. ❖ Understand the role and types of constructors, destructors, friend functions, and friend classes.	
AUDIENCE:	Existing C, C++, or FORTRAN programmers who wish to learn about object-oriented programming.	
PREREQUISITE:	This is not a beginning programming course. The student should have competency in writing procedural programs in C or some other programming language prior to taking this course.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301) 342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	5 Days	
COST:	$1000	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	**EFFECTIVE INTERNET SEARCHING**	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497033 497034 497035	**DATE:** 07-08 November 01 24-25 April 02 18-19 September 02	**NOMINATION DEADLINE:** 08 October 01 25 March 02 19 August 02
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	This course provides basic instruction on effectively using the various commercial internet search engines.	
OBJECTIVE:	At the completion of the course participants should: ❖ Understand how search engines work and the major differences between them and when to use a specific engine. ❖ Know how to phrase a search using logical search operators, wildcards and stopwords. ❖ Know how to use the leading search engines – AltaVista, Yahoo, Excite, HotBot, Infoseek and Lycos. ❖ Know how to find and use some of the specialty search engines such as Deja News, AskJeeves, Argus Clearinghouse, Zip2 Yellow Pages, etc.	
AUDIENCE:	Any student wishing to improve their internet usage.	
PREREQUISITE:	The student should already have basic internet skills. This is not an "Introduction to the Internet" course.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	2 Days	
COST:	$400	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	**INTRODUCTION TO MICROSOFT ACCESS 97**	
VENDOR:	Computer Technology Service, Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
LOCATION:	Employee Development Center, Building #2189	
TIME:	8:00 a.m. - 3:30 p.m.	
COURSE CODE: 497036 497037 497038 497039	DATE: 22-24 October 01 15-17 April 02 15-17 July 02 16-18 September 02	NOMINATION DEADLINE: 21 September 01 15 March 01 14 June 02 16 August 02
DESCRIPTION:	This course is designed to develop basic skills in using the database management capabilities of Microsoft Access. The course presents key concepts and skills needed for effective use of Access 97.	
OBJECTIVE:	After taking this course, students will be able to: ❖ Start Microsoft Access. ❖ Describe basic database concepts. ❖ Design databases. ❖ Work with Access objects. ❖ Create tables. ❖ Work with tables and table information. ❖ Create and work with select queries. ❖ Create, use, and enhance forms and reports. ❖ Work with charts, filters, and relationships. ❖ Maintain data integrity. ❖ Use advanced form features. ❖ Work with macros ❖ Use advanced report and query features. ❖ Formulate advanced queries.	
AUDIENCE:	Anyone with a need to learn how to use Microsoft Access.	
PREREQUISITE:	Basic familiarity with PC's and Windows.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).**NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	3 Days	
COST:	$315	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	**INTRODUCTION TO MICROSOFT EXCEL 97**	
VENDOR:	Computer Technology Services Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	**DATE:**	**NOMINATION DEADLINE:**
497040 497041 497042	10-12 December 01 29 April-01 May 02 05-07 August 02	09 November 01 29 March 02 05 July 02
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to develop basic skills in using the electronic spreadsheet capabilities of Microsoft Excel. The course presents key concepts and skills needed for effective use of Excel 97.	
OBJECTIVE:	After taking this course, students will be able to: ❖ Start Microsoft Excel. ❖ Create, modify, print, and format worksheets. ❖ Work with basic formulas and functions. ❖ Use multiple worksheets. ❖ Enhance worksheets. ❖ Use styles and AutoFormats. ❖ Work with charts. ❖ Use names. ❖ Work with advanced functions and formatting features. ❖ Change and update data. ❖ Use special formats and print options. ❖ Protect worksheet data. ❖ Manipulate the screen display. ❖ Share worksheet data. ❖ Use automation. ❖ Share workbooks within workgroups.	
AUDIENCE:	Anyone with a need to learn the Excel program.	
PREREQUISITE:	Basic familiarity with PC's and Windows (or the Mac).	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	3 Days	
COST:	$315	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" under "Payment" on the request form.	

COURSE TITLE:	**INTRODUCTION TO MICROSOFT WORD**	
VENDOR:	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	**DATE:**	**NOMINATION DEADLINE:**
497043 497044 497045	29-31 October 01 03-05 June 02 26-28 August 02	28 September 01 03 May 02 26 July 02
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides instruction on how to use the Microsoft Word program.	
OBJECTIVE:	To introduce students to Microsoft Word and help them understand and are able to apply the basic fundamentals of Microsoft Word. After completing this course a student will be able to apply the following Word functions: document controls and working with multiple documents; moving within a document; selecting, moving and copying text within and between documents; views, zooms and print preview; page and paragraph and text formatting; tabs, spell checking; case conversions; drop caps, format painter; styles; breaks; Word Help; headers and footers; borders and shading, page numbering; AutoCorrect; columns; symbols, bullets and numbering, basic table function, object linking and embedding. A student will be able to produce and format documents using Microsoft Word functions and answer questions relative to the use of this program.	
AUDIENCE:	Anyone with a need to learn how to use the Word program.	
PREREQUISITE:	Working knowledge of computers and basic skills in the Window Environment.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	3 Days	
COST:	$300	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V", in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	**INTRODUCTION TO PC's AND WINDOWS**
VENDOR:	Software Technology 44141 Airport View Drive Hollywood, MD 20636
LOCATION:	Employee Development Center, Building #2189

COURSE CODE:	**DATE:**	**NOMINATION DEADLINE:**
497046 497047	13-15 May 02 24-26 September 02	12 April 02 23 August 02

TIME:	8:00 a.m. - 3:30 p.m.
DESCRIPTION:	This course provides an in-depth introduction to microcomputers and Windows, and is the first course to take for students new to computers.
OBJECTIVE:	After completing this course the student will be able to customize the operation of Windows. They will be able to manage hardware components, use Explorer and My Computer to organize their files, use the Taskbar and create shortcuts to launch applications, be familiar with the common Window features used within Windows applications, customize their desktop, and be able to use Network Neighborhood, Dial-up Networking and Windows Accessories.
AUDIENCE:	Anyone who needs to become familiar with using personal computers and Windows.
PREREQUISITE:	None. This is a beginning level course.
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.
LENGTH:	3 Days
COST:	$300
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.

COURSE TITLE:	**INTRODUCTION TO WEB PAGE DEVELOPMENT**	
VENDOR:	Computer Technology Services, Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	**DATE:**	**NOMINATION DEADLINE:**
497048 497049 497050 497051 497052	29-30 October 01 22-23 January 02 10-11 April 02 12-13 June 02 23-24 September 02	01 October 01 21 December 01 11 March 02 13 May 02 23 August 02
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to develop basic skills for designing Web pages. The course presents key concepts and skills needed for effective use of the latest version of HTML and text editors in developing Web pages and for viewing Web pages using Internet.	
OBJECTIVE:	After taking this course, students will be able to: ❖ Describe the characteristics of HTML 4.0. ❖ Write source code. ❖ Place text on the page. ❖ Format text. ❖ Create headings. ❖ Create horizontal rule lines. ❖ Display lists. ❖ Use color in Web pages. ❖ Use graphics. ❖ Add hypertext links. ❖ Create graphic hyperlinks.	
AUDIENCE:	Anyone with a need to learn Web Page Development.	
PREREQUISITE:	Introduction to Word 97 or equivalent skills and knowledge.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	2 Days	
COST:	$210	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	**INTRODUCTION TO WINDOWS 98**	
VENDOR:	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497071 497072	**DATE:** 05-06 November 01 17-18 April 02	**NOMINATION DEADLINE:** 05 October 01 18 March 02
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to develop skills in using Windows 98.	
OBJECTIVE:	The student will be able to administrate and support other Window uses in a computer environment following this training. The types of applications addressed will include using startup and shutdown, reviewing the desktip, using the taskbar, customizing icons and menus, copying files, using menus and dialog boxes, selecting multiple objects and using printers.	
AUDIENCE:	Anyone with a need to learn how to use Windows 98.	
PREREQUISITE:	Working knowledge of computers and basic skills in the Window environment.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	2 Days	
COST:	$200	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	**JAVA PROGRAMMING LEVEL I**	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497053 497054	DATE: 29 October-02 November 01 18-22 March 02	NOMINATION DEADLINE: 28 September 01 18 February 02
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	This course is an introduction to the Java language.	
OBJECTIVE:	At the completion of the course participants should: ❖ Know how to write, debug, and execute a basic Java application. ❖ Know the basic Java data types and how to use the basic control statements. ❖ Know how to create classes and write methods. ❖ Know the fundamentals of Java I/O.	
AUDIENCE:	Anyone wishing to get started programming with the Java language.	
PREREQUISITE:	Java is not a beginner's programming language. Some exposure to programming concepts and also C/C++ either by having had a programming course in college or having read a programming book.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	5 Days	
COST:	$1000	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	**JAVA PROGRAMMING LEVEL II**	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497055 497056	DATE: 14-18 January 02 10-14 June 02	NOMINATION DEADLINE: 14 December 01 10 May 02
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	This course is a collection of intermediate programming topics that expand the student's knowledge of Java program development. It is meant as a follow on to the beginning Java Programming course.	
OBJECTIVE:	At the completion of the course participants should: ❖ Know how to create new packages and use existing packages. ❖ Know how to create Applets. (An applet is a Java application that is restricted to running within a browser.) ❖ Know the fundamentals of using the Forte Integrated Development Environment. ❖ Know how to use the AWT (Abstract Windowing Toolbox) and Swing to create windowed applications.	
AUDIENCE:	Anyone wishing to improve their Java programming skills.	
PREREQUISITE:	Completion of the beginning (level I) Java Programming course or equivalent knowledge.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	5 Days	
COST:	$1000	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	JAVASCRIPT PROGRAMMING	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497057	DATE: 28 January-01 February 02	NOMINATION DEADLINE: 28 December 01
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	JavaScript is a simple script-based programming language that can be used to add interactivity to your Web pages. Note that JavaScript is totally different from Java. JavaScript can be used to control a browser so you can perform actions such as opening up new windows, displaying alert boxes, and displaying custom messages in the status bar.	
OBJECTIVE:	At the completion of the course participants should: ❖ Know how to write JavaScripts to manipulate images with effects such as rollovers and cycling, and to be able to create slide shows. ❖ Know how to use write JavaScripts to verify data forms. ❖ Know how to write JavaScripts to work with browser windows, such as being able to create a page on the fly. ❖ Know the fundamentals of creating and reading a cookie. ❖ Know how to handle strings and perform math.	
AUDIENCE:	Anyone wishing to improve their Web pages by using scripts written in JavaScript.	
PREREQUISITE:	Basic knowledge of HTML.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	5 Days	
COST:	$1000	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	**MICROSOFT POWERPOINT**	
VENDOR:	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497060 497061 497062	DATE: 09-10 October 01 10-11 June 02 09-10 September 02	NOMINATION DEADLINE: 10 September 01 10 May 02 09 August 02
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides instruction on creating presentations using the PowerPoint program.	
OBJECTIVE:	The student will be able to create attractive, professional looking reports, electronic slide presentations or overhead transparencies. They will learn to use templates, auto layouts, placeholders, slide transition, text build and to create flare by working with clipart, drawing objects and Microsoft add-ins.	
AUDIENCE:	Anyone with a need to learn how to use PowerPoint.	
PREREQUISITE:	Working knowledge of computers and basic skills in the Window environment.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	2 Days	
COST:	$200	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	**PC SETUP, OPTIMIZATION AND BASIC REPAIR**	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497063 497064 497065 497066	DATE: 17-19 December 01 19-21 February 02 01-03 April 02 03-05 September 02	NOMINATION DEADLINE: 16 November 01 18 January 02 01 March 02 02 August 02
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides basic instruction on hooking up, fixing, maintaining and upgrading a PC.	
OBJECTIVE:	At the completion of the course, participants should: ❖ Understand all the major hardware components of a PC and be able to assemble and disassemble a PC. ❖ Know how to set up a PC including loading Windows, setting up the CONFIG.SYS and AUTOEXEC.BAT files. ❖ Know how to install RAM, a hard disk, and other common computer upgrades. ❖ Know how to diagnose problems using diagnostic and utility software, and how to repair basic PC problems. ❖ Know how to setup, troubleshoot and optimize a hard disk.	
AUDIENCE:	Any student involved with setting up, maintaining or supporting PC hardware and software.	
PREREQUISITE:	This is not an "Introduction to PC's" course. Students should have already have achieved competency using Windows.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	3 Days	
COST:	$600	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	**USING MICROSOFT PROJECT**	
VENDOR:	College of Southern Maryland Center for Corporate Training P.O. Box 910 LaPlata, MD 20646-0910	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497539 497540 497541 497542 497543	**DATE:** 15-17 October 01 14-16 January 02 13-15 May 02 22-24 July 02 09-11 September 02	**NOMINATION DEADLINE:** 14 September 01 14 December 01 12 April 02 21 June 02 09 August 02
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	Participants will review the theory of Microsoft Project 98 and learn to manage a project plan. Topics covered include working with baseline reports, tracking project progress, adjusting schedules, assigning resources, adding subprojects, importing and exporting data, using earned value tables, and working with a PERT chart.	
OBJECTIVE:	At the completion of this course, students will be able to: ❖ Describe the basic features of Microsoft Project software. ❖ Track projects. ❖ Adjust schedules and assign resources. ❖ Add subprojects. ❖ Work with a PERT chart. ❖ Understand Earned Value.	
AUDIENCE:	Managers and engineers with an interest in learning how to apply project management techniques using Project Management software.	
PREREQUISITE:	Basic familiarity with PC's, operating system and peripheral components.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	3 Days	
COST:	$370	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payments" on the Initial Training Request Form.	

COURSE TITLE:	**OUTLOOK (USING)**	
VENDOR:	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 499454 499455 499456 499457 499458	DATES: 07-08 November 01 16-17 January 02 22-23 April 02 29-30 July 02 16-17 September 02	NOMINATION DEADLINE: 09 October 01 18 December 01 22 March 02 28 June 02 16 August 02
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	Microsoft Outlook has become the predominate personal information manager. This course will fully explore the many aspects of using this program to help the student get and stay organized.	
OBJECTIVE:	At the completion of this course students should know how to: ❖ Create and address email. ❖ Change mail views. ❖ Reply and forward messages. ❖ Save drafts of messages and search for sent messages. ❖ Create tasks, appointments and meeting requests. ❖ Create journal entries and notes. ❖ Work with forms and organize items. ❖ Set rules, fax and customize toolbars. ❖ Create HTML messages.	
AUDIENCE:	Anyone who needs to become familiar with using Microsoft Outlook.	
PREREQUISITE:	Competency using Windows and Microsoft Office.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	2 Days	
COST:	$200	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payments" on the Initial Training Request Form.	
POC:	Carrie Richaardson (301) 757-4123	

COURSE TITLE:	**VISUAL BASIC DATABASE PROGRAMMING**	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497067 497068	DATE: 26-30 November 01 17-21 June 02	NOMINATION DEADLINE: 26 October 01 17 May 02
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	This course is focused entirely on using Visual Basic to develop database applications.	
OBJECTIVE:	At the completion of the course participants should: ❖ Know the basics of database application programming. ❖ Know how to use ADO to build bound and unbound forms. ❖ Know how to use the Data Environment Designer to build forms. ❖ Know how to use the Data Report Designer to develop reports. ❖ Know how to use the Data View window to work with databases.	
AUDIENCE:	Anyone wishing to improve their Visual Basic skills in the area of database programming.	
PREREQUISITE:	Completion of the beginning (level I) Visual Basic Programming course or equivalent knowledge.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	5 Days	
COST:	$1000	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payments" on the Initial Training Request Form.	

COURSE TITLE:	**VISUAL BASIC PROGRAMMING - LEVEL I**	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497069 497070	DATE: 22-26 October 01 11-15 March	NOMINATION DEADLINE: 24 September 01 11 February 02
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	This course will provide instruction on how to develop a Windows application using the Microsoft Visual Basic.	
OBJECTIVE:	At the completion of this course participants should be able to: ❖ Know how to approach designing a Windows application including menu and dialog design. ❖ Know how to use the Application Wizard to generate a basic executable application. ❖ Know how to write Visual Basic code and where it fits in a program. ❖ Know how to use graphics and load images. ❖ Know how to work with common images.	
AUDIENCE:	Anyone wishing to learn how to use Visual Basic to develop Windows programs.	
PREREQUISITE:	No prerequisite, but some familiarity with programming concepts such as having had a programming course in college or having read a programming book will be helpful.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	5 Days	
COST:	$1000	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payments" on the Initial Training Request Form.	

COURSE TITLE:	VISUAL BASIC PROGRAMMING - LEVEL II	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497079 497080	DATE: 07-11 January 02 03-07 June 02	NOMINATION DEADLINE: 07 December 01 03 May 02
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	This course is a collection of intermediate programming topics that expand the student's knowledge of Visual Basic program development. It is meant as a follow on to the beginning Visual Basic Programming course.	
OBJECTIVE:	At the completion of the course participants should be able to: ❖ Know how to perform File I/O from within a VB program. ❖ Know how to use the object-oriented features of VB, including knowing how to work with user-defined collections. ❖ Know how to make an HTML help file and integrate it into your project. ❖ Know the fundamentals of creating a custom ActiveX control. ❖ Know how to access and use Windows API functions from within a VB program.	
AUDIENCE:	Anyone wishing to improve their Visual Basic programming skills.	
PREREQUISITE:	Completion of the beginning **Visual Basic Programming - Level I** course or equivalent knowledge.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	5 Days	
COST:	$1000	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payments" on the Initial Training Request Form.	

COURSE TITLE:	**WINDOWS PROGRAM DEVELOPMENT (VISUAL C++) - LEVEL I**	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497073 497074	DATE: 10-14 December 01 08-12 April 02	NOMINATION DEADLINE: 12 November 01 08 March 02
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	This course will provide instruction on how to develop a Windows application using the Microsoft Visual C++ programming environment.	
OBJECTIVE:	At the completion of this course, participants should be able to: ❖ Know how to approach designing a Windows application including menu and dialog design. ❖ Know how to work with the MFC Application Framework. ❖ Know the basics of event-based programming and how to design and implement a message handler. ❖ Know how to create and use resources within your programs.	
AUDIENCE:	Existing C++ or C programmers wishing to learn how to develop Windows programs.	
PREREQUISITE:	Completion of the C++ Programming course or equivalent.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	5 Days	
COST:	$1000	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payments" on the Initial Training Request Form.	

COURSE TITLE:	**WINDOWS PROGRM DEVELOPMENT (VISUAL C++) - LEVEL II**	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497077 497078	DATE: 04-08 February 02 24-28 June 02	NOMINATION DEADLINE: 04 January 02 24 June 02
TIME:	8:00 A.M. – 3:30 P.M.	
DESCRIPTION:	This course is a collection of intermediate programming topics that expand the student's knowledge of Windows program development. It is meant as a follow on to the beginning **Windows Program Development Level I** course.	
OBJECTIVE:	At the completion of this course, participants should be able to: ❖ Know how to use Assertions, Trapping, and Exception Handling. ❖ Know how to use the typed and Template-based collection classes provided by the MFC. ❖ Know how to write Static and Dynamic Linked Libraries. ❖ Know how to use some of the important auxiliary development tools that are part of the Visual Studio-Stress, Spy++, Browse, MFC Tracer, SourceSafe, and InstallShield. ❖ Know how to create and use Tabbed Dialogs, as well as how to use ActiveX controls beyond the Common controls. ❖ Know how to write a Help file, both traditional and the new HTML based model.	
AUDIENCE:	Programmers who want to improve their Windows Development skills.	
PREREQUISITE:	Completion of the **Windows Program Development Level I** course or equivalent knowledge.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). **NOTE:** Contractor personnel are eligible to participate on a space-available basis. Nominations must be made on company letterhead addressed and faxed to the Program Coordinator (301)342-4523. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
LENGTH:	5 Days	
COST:	$1000	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payments" on the Initial Training Request Form.	